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**National Capital Consortium**  
UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
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**GRADUATE MEDICAL EDUCATION COMMITTEE MEETING**  
**2 July 2003, 1500 Hours**  
**Board of Regents, USUHS, Room D3001**  
**OPEN SESSION**

The National Capital Consortium Graduate Medical Education Committee met Wednesday, 2 July 2003 at 1500 hours. A quorum was present.

**OLD BUSINESS:**

**Approval of Minutes:** The minutes from the 4 June 2003 NCC GMEC were approved as written.

4.B.10.e

**Program Director Searches:** The Search Committee for Diagnostic Laboratory/ Immunology has made their selection and is awaiting concurrence from the Board of Directors. The Radiation Oncology Committee, has received applicants and is in the process of reviewing them. Orthopaedic Surgery at NNMC has opened the search to the tri-services as of 1 July 2003.

4.B.4.b

**Work Hours:** The Administrative Director instructed the committee that the NCC will not fund any monies for hardware or equipment and all requests should be directed to their departments. WRAMC IM program, who has ICU rotations, is experiencing problems complying with the 80 hour work week. The Program Director foresees a potential need to add additional clinics in order to meet the required training requirements, which may lead to extending the time required in order to complete the residency. Some Program Directors raised the issue of the need for administrative support for the Program Directors in order to assist them in complying with the new program requirements, including the additional tracking of the residents hours. The Administrative Director advised the committee to go through all the appropriate channels within their chain of command to make a request for additional personnel. The AD requested that Ms. Lisa Reaves, Institutional Review Administrator, research the completed Internal Reviews and list all programs that have been cited for lack of administrative support. In order to support the Program Directors, this information may be useful to discuss and justify the need for administrative personnel at the next Board of Directors meeting.

IV.B.1.

**NEW BUSINESS:**

4.B.11

**Resident Representative Issues:** The new representatives from WRAMC and MGMC were in attendance and are as follows: CPT Lake, MC, USA will represent WRAMC, Capt Keister, USAF, MC will represent MGMC, and LT Dainer and LT Watson will continue to represent NNMC. No issues were raised.

**Committee Responsibilities:**

**Report of the Internal Review Subcommittee:** Dr. Gunderson reported on behalf of the subcommittee. (Attachment 1)

Pediatric Infectious Disease Fellowship and the Anesthesia programs were reviewed and discussed. Full assessments are included in the Subcommittee report attached to the original minutes. Some issues were addressed that the Subcommittee recommends that the Program Directors of each program respond to the Subcommittees' concerns on or before 23 September 2003, so that they may be reviewed at the GMEC meeting. Sports Medicine, MGMC Transitional Year, and the Internal Medicine Infectious Disease Fellowship programs submitted timely and satisfactory responses to the Subcommittees' concerns that were noted during their Internal Reviews.

4.B.8

The committee noted that half of the WRAMC FTE Secretary positions have not been filled due to a personnel hiring freeze. The Administrative Director will raise the personnel issue at the July Board of Directors meeting and encouraged the Program Directors to attend and voice their concerns regarding personnel shortages with reference to IR citations. The issue regarding resident call-rooms at WRAMC is being addressed by COL Nace, DME, WRAMC.

**ACGME Correspondence:** The following programs have upcoming site visits:

4.B.6.

- Internal Medicine 7 October 2003
- Pulm/CC Medicine 8 October 2003
- Nephrology 9 October 2003

4.B.1.

- Rheumatology 21 October 2003
- Critical Care Medicine 22 October 2003
- Infectious Disease 23 October 2003

4.B.1.

The GMEC unanimously voted to accept the report of the Subcommittee.

**Core Curriculum Workgroup:** The Core Curriculum Workgroup will meet every other month. The next meeting will be 6, August 2003 at 2:00 PM in the Board of Regents, USUHS, Room (D3001).

**Resident Training Agreement:** The Administrative Director informed the committee of the added category "Administrative Probation" is a probation category reserved exclusively for military trainees. It will address failure to obtain medical licensure, failure to successfully complete a physical fitness test, and failure to meet the weight/body fat requirements.

4.B.6.

**New Institutional Requirements (July 2003):** The AD advised that the new institutional and program requirements are now in effect as of 01 July 2003. He advised that all PDs familiarize themselves with these new common program requirements as they are now required to be in compliance with them. For instance, all PIFs need to be reviewed by the DIO prior to submission to the RRC. This means that the programs will need to manage their suspense time accordingly in order to provide the DIO, or designee, with ample time to review them. Additionally, the 80-hour work week must be monitored and supported with adequate documentation, as well as, the monitoring and documentation of adequate supervision of residents. If you have any questions or concerns, please advise the NCC office so that we may assist you.

4.B.10.i

4.B.3.

**USUHS Learning Resource Center On-line Access:** In order to promote life long learning, Mrs. Ursula Scott, Assistant VP, LRC, has set up a remote access application process that will be made available to all current NCC residents and program directors. Additionally, faculty members who have USUHS appointments or who are USUHS alumni will also have access to these resources. Due to the institutional licensure restrictions, all faculty members will not have access to these resources. She provided an outline of on-line services that are available via a common interface browser with one log-in password. The details will be posted on the NCC web page and sent out via email to the Program Directors for distribution.

**Program Abeyance:** The Administrative Director informed the committee that the Intervention

Cardiology training program does not have the volume, even combined with Navy, to meet the ACGME criteria.

**MOUs:** The following represents MOUs that are either renewals of pre-existing agreements, or newly initiated MOUs that are necessary for trainees to receive appropriate exposure and experience in specific areas as required by the RRCs.

MGMTC Transitional Year and San Antonio Uniformed Services Health Education Consortium  
NCC Geriatric Psychiatry Fellowship and Johns Hopkins University Medical Center  
NCC Anesthesiology and University of Pittsburgh

The NCC/GME Committee voted to approve these agreements without objections.

The AD reminded the Program Directors that any special funding issues should be detailed under the funding heading of the proposal worksheet. Any submission that do not address funding will be contacted prior to completing the proposal. Please allow ample time for completion when initiating MOUs due to the many facets of the process.

**Program Budget Submissions:** The Administrative Director advised that the Executive Committee had met to review the NCC IPOT proposed expenditures for FY2004. The AD noted that several programs had not completed the worksheet and requested that they submit them ASAP. Even though some programs are not integrated, and thus not funded directly through the NCC, all programs need to submit their FY2004 expenditures to the NCC as this information will provide useful to the Board of Directors and give them a better idea of the overall costs of GME. Additionally, the AD reminded the Program Directors that their budgets must be review/submitted to their respective Department Chairs.

#### **Information Items:**

The AD took the opportunity welcome and introduced to the Committee CDR Phillip Perdue, MC, USN, the Assistant Director of Medical Education, NNMC, and Ms. Yuvonne Smith, NCC/GME Registrar.

**Bain's Group:** The Pediatric programs received a memorandum from the Bain Consultant Group requesting information regarding the determination of quality bench marks and how are they recorded. The Program Directors solicited assistance of how to adequately address this issue with a one-day lead time. Overall, the committee suggested that the PD refer the Bain group to the ACGME web site, which addresses the training requirements for each program as they are determined by the RRC/ACGME and not the individual PD.

The meeting adjourned at 1630. The next meeting of the NCC/GMEC will be 6 August 2003, 1500 hours, Board of Regents room, Building D, 3<sup>rd</sup> Floor, USUHS.

Howard E. Fauver, Jr., M.D.  
Administrative Director

*Note: Reference in the left margin represents functional area of responsibility of the Graduate Medical Education Committee. Attached to these minutes are definitions of the nine areas.*